

Application Exhibits Checklist

Please return a copy of this checklist marking below all Exhibits that are included in your application.

Exhibits from Application

- ☐ 1.7 Relocation: Explain circumstances/Provide G.I.N. (provide copy)
- ☐ 1.8 Project Narrative Description
- ☐ 2.1 Project Need Narrative (waiting list form)
- ☐ 3.1 Key Project Personnel (form & attachment)
- ☐ 3.6 Litigation/Compliance/Citizen Complaints – nature/status/description (if applicable)
- ☐ 3.7 Returned Small Cities Funds – nature/status/description (if applicable)
- ☐ 4.1 Project Financing – Sources and Uses of Project Funds (Ex. 4.1.0 and 4.1.1 form)
- ☐ 4.1a Operating Funds and Rental Subsidies (form)
- ☐ 4.1b Financial or Programmatic Link with Social Service Providers (form)
- ☐ 4.2 Program Income Chart
- ☐ 4.3 Multi-Unit Housing - Audited Financial Report

Projects

- ☐ 4.4 **Site and Building Report (form) or Capital Needs Assessment**
Supporting Data: *Infrastructure Projects **4.4EM, 4.4XPICS & 4.4FEMA** Only
 - ___ 4.4LM Location Map
 - ___ 4.4SM Street Map
 - ___ 4.4Z Existing Zoning Map
 - ___ ***4.4EM Town/Eng Maps**
 - ___ 4.4INPICS 6 Interior Photos (min)
 - ___ ***4.4XPICS 6 Exterior Photos (min)**
 - ___ ***4.4FEMA FEMA Flood Insurance Rate Map**
 - ___ 4.4ESA Phase I, II Environmental Site Assessments
 - ___ 4.4HAZREPORT Hazardous Material Reports (if applicable)
 - ___ 4.4.HAZNOT Hazardous Materials Notifications & Requirements (provide copy)
 - ___ 4.4SHPO-NOTICE Letter to SHPO

___ 4.4SHPO-RESP SHPO Response Letter

___ 4.4CNA Capital Needs Assessment (Housing Authorities Only)

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4.4.B.II Coordination/Approvals Supporting Documentation

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4.5A Construction Drawings

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4.5B Specifications

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4.5F Cost Estimate (form)

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4.5G Construction Procurement Plan

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4.5H Construction Drawings & Specifications Compliance Certification

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4.5J Project Development Budget

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4.6 Sustainable Features

*Infrastructure Projects **4.6d & 4.6e** only

___ 4.6a Energy Star

___ 4.6b Alternative Energy Sources

___ 4.6c Water Conservation

___ ***4.6d Storm Water Management**

___ ***4.6e Other Sustainable/Green**

___ 4.6 LEED Certification

Housing Rehabilitation Programs

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4.7A Procurement: Narrative & Form

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4.7B Building/Site Evaluation: Narrative & Form

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4.7C Hazardous Material Notification: Narrative & Form

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4.7D Construction Monitoring: Narrative & Inspection Form

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4.7E Approval/Permitting: Narrative

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4.7F Typical Project Schedule: Narrative

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4.7G 75% Rule/Walk-Away Compliance: Form provided

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4.7H Rehabilitation Standards/Asbestos/Lead Compliance: Form Provided

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4.7J Program Development Budget & Cost Estimating Form: Budget Form
Provided/Your Cost Estimating Form

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4.7K Pre-Construction Meeting: Your form

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4.7L Walk-Away Policy

- ☐ 4.7M Energy Star/Sustainable Green/Eco-Friendly Products, Recycling/Salvage
- ☐ 5.1a Community Impact Map (provide copy)
- ☐ 5.1b Map Narrative (provide copy)
- ☐ 5.1c Census Tract Data (provide information requested)
- ☐ 5.2. Letters of Support (provide copies)
- ☐ 6.1 Fair Housing Action Plan (provide copy)
- ☐ 6.2 Section 3 Plan (provide copy)
- ☐ 6.3 Fair Housing Action Steps
- ☐ 6.5 Section 3 Good Faith Efforts
- ☐ 6.6 Past Performance Set-aside
- ☐ 6.7 – 6.10 (for New Grantees)
- ☐ 6.8 Past Fair Housing Initiatives (Provide only if new grantee)
- ☐ 6.9 Section 504/ADA notice (Provide only if new grantee)
- ☐ 6.10 Section 504/ADA Self Evaluation and Transition Plan (Provide only if new grantee)
- ☐ 7.0 Consistency with State Consolidated Plan

Other Exhibits -

- ☐ Certification of Compliance with the Requirements of 24 CFR 570.606 and the Residential Anti-displacement and Relocation Assistance Plan (24 CFR 42.325)
(See Application Handbook)
- ☐ Rehabilitation Guidelines, as applicable (See Application Handbook)
- ☐ Armstrong/Walker “Excessive Force” Certification (See Application Handbook)
- ☐ Applicant Recipient Disclosure Form HUD 2880
- ☐ AA Policy Statement – guide form

Required Plans:

- ☐ Citizen Participation Plan (See Application Handbook)
- ☐ Fair Housing Action Plan (See Application Handbook)
- ☐ Section 3 Plan
- ☐ Program Income Plan, as applicable (See Application Handbook)

Exhibits

<input type="checkbox"/>	Copies of Two Public Hearing Notices	<input type="checkbox"/>	Certified Resolution	<input type="checkbox"/>	Title VI Compliance
<input type="checkbox"/>	Affidavit of Publication Originals	<input type="checkbox"/>	Local Assurances	<input type="checkbox"/>	Application Certification
<input type="checkbox"/>	Minutes of the Public Hearing	<input type="checkbox"/>	Cooperation Agreement	<input type="checkbox"/>	Project Timetable
<input type="checkbox"/>	Financing Plan & Budget	<input type="checkbox"/>	Supporting Documentation for Financing Plan & Budget	<input type="checkbox"/>	